



**GS-0304-04, INFORMATION RECEPTIONIST
WILLIAMS RANGER DISTRICT, KAIBAB NATIONAL FOREST
Applicants should apply to Open Continuous Register
Vacancy #ADS07-R5-INFORECPT-0304G & DP
Select Williams, AZ as duty location**

About the Position:

The Williams Ranger District will be requesting a referral list for a permanent full-time Information Receptionist on March 24, 2010. The duty station for this position is Williams, Arizona. This position is currently paid at a starting annual gross salary of \$27,990. The incumbent is responsible for the district's front-line visitor information services.

Duties include, but are not limited to: greeting visitors, answering and routing phone calls, providing verbal and written information concerning the US Forest Service, the Williams Ranger District, and surrounding area; maintaining and accounting for monies collected by selling US Forest Service maps, fuelwood, forest product permits, and recreation passes; use of computers to enter permits, answer e-mail, process documents, and research information on the Internet; miscellaneous clerical duties such as filing, copying, ordering pamphlets & brochures, maintaining the brochures and visitor displays, routing incoming and outgoing mail, faxes, and correspondence, and replying to e-mail requests.

Candidates should possess or have the ability to learn the following: the use of tact, courtesy, poise, and good judgment while working with the general public; computer skills, knowledge of cash handling procedures and transmission of funds to the Unit Collection Officer, good recordkeeping practices, punctuality and reliability; and ability to multi-task.

About the Forest and Districts:

The Kaibab National Forest operates as two Zones. The South Zone is south of the Grand Canyon and includes the Williams and Tusayan Ranger Districts. The Supervisor's Office and the Williams Ranger District Office are located in Williams, Ariz., and the Tusayan Ranger District is located 50 miles north in Tusayan, Arizona. The North Zone is located north of the Grand Canyon and includes the North Kaibab Ranger District.

The South Zone lies on the southern end of the Colorado Plateau, and is a relatively flat with interspersed volcanic hills and peaks, and rugged canyons on the south end near the Mogollon Rim. Elevations range from 4500 feet to just over 10,000 feet. Primary vegetation types include pinyon/juniper woodlands and extensive ponderosa pine forests.

The South Zone has 40 permanent employees and numerous summer temporary positions—the majority work out of the Williams Ranger District Office. The Williams Ranger District Office is in Williams, Arizona (30 miles west of Flagstaff, Ariz., on Interstate 40). The South Zone is responsible for a large, diverse, year-round recreation program.

The Williams Ranger District covers approximately 600,000 acres of National Forest land and has 16 developed recreation sites and a number of dispersed sites, a wide variety of system trails, lead management responsibilities for the 6510 acre Kendrick Mountain Wilderness and a portion of Sycamore Canyon Wilderness.

There are plenty of sunny days in northern Arizona, although winters can be cold and snowy, with lows between 0 and 20 degrees above zero and snow cover most of the winter. Summers are generally warm--70 to 80 degrees at higher elevations, 90+ degrees in the lower elevation areas. Most of the precipitation falls as snow in the winter, or during the summer monsoon season which extends from July to September.

More information about the Kaibab National Forest can be found at:

<http://www.fs.fed.us/r3/kai/>

About the Communities:

Williams Ranger District employees generally live in the Williams, Flagstaff, Parks, and Ash Fork areas.

Williams is a small, mountain community with a population of about 3,000. It was founded in 1882 and named after the famous trapper and "mountain man" Bill Williams. Historic Route 66 runs through downtown Williams, and the Grand Canyon Railway makes its daily run from Williams to Grand Canyon and back. Williams is 50 miles south of the Grand Canyon and 35 miles west of Flagstaff. Williams District employees generally live in the Williams, Flagstaff, Parks, and Ash Fork communities.

Williams has numerous gift shops, motels, restaurants, bed and breakfast establishments, and gas stations/mini-marts associated with the dominant tourism economy. There is a Safeway store, Dollar Store, a hardware store, two banks, a public library, and health care center to serve the community. Several churches representing many denominations can be found in Williams. The public school system provides education for grades K-12. Coconino Community College has a satellite campus in Williams. Flagstaff is about 30 miles east of Williams and is a full service community with a population of about 60,000. Flagstaff offers plentiful shopping, restaurants, airport, a regional medical center, and a university (Northern Arizona University). Ash Fork is a small community 20 miles west of Williams on I-40; Parks is a small community located halfway between Williams and Flagstaff on I-40.

Government housing is not available for this position. However, privately owned rentals are available throughout the above-mentioned areas—Rents range from \$800 to \$1200 a month depending on size and location of home. Homes for purchase are also available throughout, with an average 2-3-bedroom home ranging from \$150,000 and up... depending on size of home and location.

Recreation opportunities include many hunting opportunities for both small and large game such as deer, trophy elk, turkey, squirrel and many others. Small lakes stocked annually with trout and some other species provide fishing opportunities in the immediate area of Flagstaff and Williams. However, within a 2-4 hour drive of the district you can find trophy trout fishing, crappie and bass fishing. Other recreation activities include mountain biking, downhill and cross-country skiing, camping, wildlife viewing, and hiking.

More information about Williams and the surrounding area can be found at the following websites: <http://www.williamschamber.com>, and <http://www.flagstaffchamber.com>.

For More Information:

If you would like more information about this Information Receptionist position, please contact Lois Reinartz, Administrative Support Assistant (928-635-5612) or Martie Schramm, District Ranger (928-635-5630).

To Apply:

The vacancy announcement for this position can be found as the Open Continuous Register Announcement **ADS07-R5-INFORECPT-0304G & DP. Select Williams, AZ as the duty location.** We expect to request the referral list on March 24, 2010.

The US Forest Service uses Avue Digital Services (ADS) as an on-line applicant assessment system. The ADS website is available at www.avuedigitalservices.com/usfs/applicant.html. Be sure to allow plenty of time to create an applicant profile in ADS before you begin applying for jobs. The following benefits are available to applicants who apply on-line:

- Applications will be available for immediate consideration.

- Receive an e-mail notification of the status of application.
- Set up a free e-mail account when creating profile.
- Profile information is automatically entered on each announcement applied to.
- Able to make changes to applicant profile.
- Attach electronic documents to application (e.g., transcripts, resumes, DD-214, etc.).

Once you establish a profile within ADS, you will be able to apply for this and other US Forest Service positions that are available. Helpful instructions can also be found within ADS on the Main Menu.